Executive Board Meeting Minutes/Notes

Wednesday, September 10, 2014  12:00-1:00PM

1015 Campus Center, RIT Campus

Attendees:  Candice Baldwin, Jonathan Ntheketha, Stephanie Paredes, and Gwendolyn Gause

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<th>Agenda Item</th>
<th>Discussion/Actions/Decisions</th>
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<td>1. Call to Order/Check-In (Candice)</td>
<td>Candice called the meeting to order at 12:05pm by greeting and welcoming everyone. She discussed the September E-Board meeting agenda and reminded everyone of the 1:00pm Assistant Director of Community Initiatives and Rochester City Scholars, MCAS, Open Presentation.</td>
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| 2. Review of the Minutes/Meeting Notes (Gwen)        | The following minutes/meeting notes were approved:  
  - E-Board—June 4, 2014—approved as presented—via consensus  
  - End-of-Year Celebration—May 21, 2014—approved as presented—via consensus  
  - E-Board Retreat—August 13, 2014—approved with revision—added attendees’ names—via consensus |
| 3. Financial Updates (Candice on behalf of Venessa)  | No formal report; however, Candice will check with Venessa to see if there is anything to report.                                                        |
| 4. Unfinished Business                               |  
  - AFSA Retreat Action Items--Candice noted that a timeline is needed for the agreed-upon action items, which will be discussed in the near future. She suggested that we gather feedback from the community before proceeding—all agreed.  
  - FY2014-2015 CASE Initiatives--Candice reminded everyone that we also need to work on CASE Initiatives, which are included with the Retreat Action Items.  
  - AFSA Banner Purchase and Design--Candice asked for approval to proceed with the purchase of an AFSA banner at the cost of $150 (or less)—all were in favor. She was happy to report that a MCAS student employee, graphics design major, starts Friday, September 12, who can assign with the design. Stephanie asked that the banner be ready in time for ROAR; Candice agreed and |
will set forth efforts to meet that deadline. *ACTION ITEM: AFSA Banner, Candice.*

- **Community Meeting Locations**--Stephanie reported that Skalny is only available for the September and October Community meetings. The remaining meetings for AY2014-2015 will be located elsewhere on campus.

### 5. New Business (All)

- **Invitation Letters to Appointees for AFSA E-Board**--Candice shared the draft letters--discussion followed. Via consensus, the Board approved the drafts as presented so we will proceed. *ACTION ITEM: Candice will send the letters today to the following individuals: Tracy Larkins-Hobbs, Trent White, Lucas Barber, Kim Hunter, Nicole Scott, Janette Frank, and Brandy Madera.*

- **September 24th Community Meeting**
  - **September Community Membership Meeting Outline**—Candice presented draft and asked for feedback—discussion followed.
  
  - **September Meeting E-Board Host or Appointee/Community Meeting Hosts and Setup**—Candice discussed the opportunity for E-Board members/appointees to serve as hosts for upcoming community meetings, beginning with the September Community Meeting. Sign-up lists of E-Board Host or Appointee for Community Meetings and a task list for the September meeting were made available and circulated. This would be open to the general community as well. All agreed that it was a great idea; however, Gwen preferred to assist rather than host.

  - **AFSA Fall 2014 Calendar of Events**—Candice presented an update—hard copies were made available. One revision: On November 19—*Finding My Path* will be rescheduled as it conflicts with the AFSA Community Meeting. The AFSA AY 2014-2015 Calendar of Events will be shared with the AFSA Community (Stephanie).

  - **AFSA Slideshow PowerPoint**—Candice announced that the MCAS graphics design student is also available to help with the collating the materials. The presentation should take 15-20 minutes. It will include E-Board introductions, Year in Review, CASE Strategic Map, Special Elections Process and AY 2014-2015 Calendar of Events. Candice requested brief bios and a head shot for the E-Board introductions.

  *ACTION ITEM: All E-Board members will send Candice brief bio and headshot of themselves by W-September 17 as well as one slide of their respective portion(s) of the presentation.*
by F-September 19. This will ensure that all materials are reviewed by E-Board by M-September 22 in preparation for the September Community Meeting.

- **Committee Sign-ups**—the Board discussed committee sign-ups and via consensus agreed to have two committees: Service and Engagement Committee and Elections/Nominating Committee.

- **Menu**—via consensus, the Board decided on pizza, salad and assorted drinks in order to stay within budget.

- **Special Elections Process: AFSA Assistant Treasurer Vacancy**—Candice discussed the special election process, specific to the Assistant Treasurer vacancy, and presented a revised draft of the AFSA Vacancy of Office Guidelines for review and approval. Discussion followed. Via consensus, the Board agreed to approve the draft as presented and proceed accordingly with the Special Election. Jonathan will take the lead.

  **ACTION ITEM:** Candice will work with Stephanie to get the word out to the AFSA Community about the Special Election to fill the Assistant Treasurer vacancy.

- **AFSA Community Meeting Leader Talk/Roundtable**—Candice reported that Diversity Officer and VP for Diversity and Inclusion Kevin McDonald advised that we decide on and personally invite specific RIT senior leaders to attend an upcoming Community meeting, versus inviting all senior leaders, which is less formal. Discussion followed. Stephanie suggested that we invite Dr. Watters and Dr. Haefner first. Via consensus, the Board agreed. **ACTION ITEM:** Candice will draft the letter of invitation for Board review by F-September 26.

- **Calendar of Events and Announcements**—Stephanie

- **AFSA Committee Sign-ups**—the Board discussed committee sign-ups and via consensus agreed to have two committees: Service and Engagement Committee and Elections/Nominating Committee.

- **Speed Networking Lunch**—Stephanie suggested Current Events—all agreed. Among other things, this topic would be a great learning opportunity and generate much discussion. A brief debriefing would immediately follow, just prior to the official meeting.
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<td><strong>6. Announcements</strong></td>
<td>None</td>
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<td><strong>7. Adjournment</strong></td>
<td>Candice thanked everyone for coming and for their ongoing contributions on behalf of AFSA and adjourned the meeting at 12:52pm.</td>
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Notes by G. Gause